

**Time** 9.00 am      **Public Meeting?** Yes      **Type of meeting** Advisory group

**Venue** Committee Room 4 - Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

## Membership

**Chair** Cllr Sandra Samuels OBE (Lab)

### Labour

Cllr Alan Bolshaw  
Cllr Ian Brookfield  
Cllr Craig Collingswood  
Cllr Celia Hibbert  
Cllr Milkinderpal Jaspal  
Cllr Rita Potter  
Cllr Stephen Simkins

### Conservative

Cllr Wendy Thompson

### Liberal Democrat

Quorum for this meeting is three Councillors.

## Information for the Public

If you have any queries about this meeting, please contact the Democratic Services team:

**Contact** Dereck Francis  
**Tel/Email** 01902 555835 or Email: [dereck.francis@wolverhampton.gov.uk](mailto:dereck.francis@wolverhampton.gov.uk)  
**Address** Democratic Services, Civic Centre, 1<sup>st</sup> floor, St Peter's Square,  
Wolverhampton WV1 1RL

Copies of other agendas and reports are available from:

**Website** <http://wolverhampton.moderngov.co.uk/>  
**Email** [democratic.services@wolverhampton.gov.uk](mailto:democratic.services@wolverhampton.gov.uk)  
**Tel** 01902 550320

Please take note of the protocol for filming, recording, and use of social media in meetings, copies of which are displayed in the meeting room.

Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

---

# Agenda

## Part 1 – items open to the press and public

- | <i>Item No.</i> | <i>Title</i>  |
|-----------------|---|
| 1               | <b>Apologies</b>  |
| 2               | <b>Declarations of Interests</b>  |
| 3               | <b>Minutes of the previous meeting of the Special Advisory Group - 16 November 2018</b> (Pages 3 - 6)<br>[For noting] |

### DECISION ITEMS

- |   |   |
|---|---|
| 4 | <b>Parental Leave Policy</b> (Pages 7 - 14)<br>[To recommend to Council a Parental Leave Policy for Councillors]  |
| 5 | <b>Appointment of Councillor Champions</b> (Pages 15 - 20)<br>[To recommend to Council proposed appointments to the position of Councillor Champions for Digital Innovation, Climate Change and Wolverhampton for Everyone] |
| 6 | <b>Friendship Agreement with Arjundhara Municipality, Nepal</b> (Pages 21 - 28)<br>[To recommend that Council agrees to the proposed friendship agreement with the Arjundhara Municipality in Nepal]                        |
| 7 | <b>Conferring the Title of Honorary Alderman</b> (Pages 29 - 32)<br>[To consider whether to confer the title of Honorary Alderman on former Councillors Peter O'Neill and Tersaim Singh]                                    |

<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Special Advisory Group</b> Minutes - 16 November 2018
--	---

## Attendance

### Members of the Special Advisory Group

Cllr John Reynolds (Chair)  
Cllr Alan Bolshaw  
Cllr Claire Darke  
Cllr Roger Lawrence  
Cllr Rita Potter  
Cllr Stephen Simkins

### Employees

Dereck Francis	Democratic Services Officer
Jaswinder Kaur	Democratic Services Manager
Martyn Sargeant	Head of Public Service Reform

## Part 1 – items open to the press and public

*Item No.*    *Title*

- 1        **Apologies for absence**  
Apologies for absence were submitted on behalf of Councillors Val Gibson and Wendy Thompson.
  
- 2        **Declarations of interests**  
No declarations of interests were made.
  
- 3        **Minutes of the previous meeting - 19 October 2018**  
Resolved:  
          That the minutes of the meeting held on 19 October 2018 be approved as a correct record and signed by the Chair.
  
- 4        **Matters arising**  
There were no matters arising from the minutes of the previous meeting.
  
- 5        **Situation of Polling Stations for the 2019 local elections**  
Martyn Sargeant, Head of Public Service Reform presented the report on arrangements for polling stations for the 2019 local elections. The report also provided an update on the timeline for commencing the statutory polling place review in 2019.

Councillor Stephen Simkins referred to a projected increase in the population in the Bilston area resulting from the Bilston Urban Village development and asked how this increase would be factored into the calculation for the number of polling stations that would be required in the future. He also queried whether a polling station located in the Bert Williams Leisure Centre was conducive given that members of the public would be using the building for other purposes. The Head of Public Service Reform reported that the polling station at Bert Williams Leisure Centre was separate from the main building. Regarding the projected increase in the population in the Bilston area, that would be picked up in the wider review of polling places that would commence in 2019.

Councillor Roger Lawrence added that the location of polling stations in multipurpose buildings could encourage increased voter turnout. As long as the polling station was distinctly separated within a building, he did not believe that was an issue.

Councillor Stephen Simkins also asked whether Bilston Town Hall could be reinstated as a polling station venue. The Head of Public Service Reform reported that it could be considered as part of the review of polling places.

Referring to the list of polling stations for the 2019 local elections, the Chair suggested that the third initial of each polling district be deleted as it was superfluous. The Head of Public Service Reform advised that, as part of the 2019 review, changes would be made to the lettering for the polling districts to make them clearer.

Resolved:

1. That Council be recommended to:
  - a. Agree that polling stations for the 2019 local election should be unchanged from those used at the 2018 local election with the exception that three stations would have a slight location change but would still remain in the polling district.
  - b. Delegate responsibility to make any operational changes to polling stations to the Returning Officer, following consultation with the Leader of the Council, Cabinet Member for Governance and the Leader of the Opposition Group on the Council.
2. That it be noted that the statutory polling place review would commence in May 2019, shortly after the local election, in readiness for changes to be implemented by 2020.

## 6 **Calendar of Meetings 2019-2020**

Jaswinder Kaur, Democratic Services Manager presented the proposed timetable for Council and Committee meetings for the 2019-2020 Municipal Year. The document had been modelled on the previous year's calendar. The main changes were the inclusion of an additional Cabinet meeting in December 2019; the inclusion of dates for the City Wide Briefing meetings; at the request of the Pensions Board an increase in the number of meetings from two to four; and splitting the Licensing Committee into a Statutory Licensing Committee and a Non-statutory Licensing Committee to reflect the recent change to the Constitution approved at Council on 7 November 2018.

Councillor Alan Bolshaw suggested that the start time for meetings of the Non-Statutory Licensing Committee be changed from 11.00 am to 10.30 am. It was felt that the 30 minutes would be sufficient time for the Statutory Licensing Committee to transact its business before commencement of Non-Statutory Licensing Committee meetings.

Councillor Roger Lawrence asked that the Executive Team meeting on 1 July be moved to 8 July to avoid a clash with the Local Government Association Conference 2019. He also noted that the Community Cohesion Forum and City-Wide Briefing were not Council committee meetings that would count as committee attendance and asked that they therefore be identified as such with the key at the bottom of the calendar of meetings.

Councillor Stephen Simkins suggest that the Sustainability Advisory Group should come under the umbrella of scrutiny. The Democratic Services Manager reported that member champions were required to periodically report to the appropriate scrutiny panel on their work during the year. She undertook to liaise with the Systems and Scrutiny Manager to ensure that it was incorporated into the appropriate scrutiny panel work programmes.

Resolved:

1. That Council be recommended to approve the City of Wolverhampton Council Calendar of Meetings for 2019-2020 with the following amendments:
  - a. Meetings of the Non-Statutory Licensing Committee commence at 10.30 am
  - b. The Executive Team meeting on 1 July be moved to 8 July.
  - c. The Community Cohesion Forum and City-Wide Briefing be flagged as meetings where attendance is not monitored.
2. That consultation with the political groups on the City of Wolverhampton Council Calendar of Meetings for 2019-2020 be approved.
3. That any amendments to the City of Wolverhampton Council Calendar of Meetings for 2019-2020 be delegated to the Chair of Special Advisory Group in consultation with the Director of Governance following consultation with political groups.

This page is intentionally left blank

<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance Committee</b> <b>5 July 2019</b>
--	---

<b>Report title</b>	Parental Leave Policy	
<b>Cabinet member with lead responsibility</b>	Councillor Sandra Samuels OBE Governance	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All Wards	
<b>Accountable director</b>	Mark Taylor, Deputy Managing Director	
<b>Originating service</b>	Democratic Services	
<b>Accountable employee(s)</b>	Jaswinder Kaur	Democratic Services Manager
	Tel	01902 550320
	Email	Jaswinder.kaur@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Council	17 July 2019

---

**Recommendation for decision:**

The Governance Committee recommends that Council:

1. Approves the Parental Leave Policy as detailed in the Appendix 1.

## **1.0 Purpose**

- 1.1 This report seeks approval of the Parental Leave Policy for Councillors which will ensure Councillors with children and other caring responsibilities are supported as appropriate.

## **2.0 Background**

- 2.1 There is at present no legal right to parental leave of any kind for people in elected public office. This applies to MPs as well as councillors. These policy proposals can therefore only currently be implemented on a voluntary basis.
- 2.2 The Parental Leave Policy for Councillors has been modelled on the LGA Labour Women's Taskforce parental leave policy.
- 2.3 A parental leave policy will make it easier for prospective parents and the Council alike to plan for when councillors take parental leave.

## **3.0 Parental Leave Policy**

- 3.1 The Council wishes to support its Councillors in carrying out their duties and therefore will voluntarily implement a parental leave policy that grants Councillors periods of parental leave as set in out Section 2 of the Parental Leave Policy for Councillors in the Appendix 1.
- 3.2 The Parental Leave Policy for Councillors will cover birth and adoption.
- 3.3 The objective of the proposed policy is to ensure that insofar as possible Councillors are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for Cabinet Members and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.
- 3.4 The Councillor's Group Leader will be consulted over assigning Ward casework and Ward matters for the period of absence with particular regard to a Ward with only one Councillor representing it.
- 3.5 In order to ensure Councillors can take appropriate leave it is proposed that any Councillor taking a period of parental leave will be entitled to receive their basic allowance in full whilst on maternity, paternity or adoption leave.
- 3.6 Councillors in receipt of an SRA shall continue to receive this allowance in full whilst on maternity, paternity or adoption leave, and where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro-rata basis for the period of the temporary appointment.
- 3.7 A Councillor taking parental leave, unless removed from their post at an Annual Meeting of the Council whilst on leave, or unless the Group to which they belong loses control of the Council during their leave period, shall return at the end of their leave to the same post, or to an alternative post with equivalent status and remuneration which they held before their leave began.



#### **4.0 Reasons for the Decision**

- 4.1 To give Councillors a more equitable entitlement to parental leave after giving birth or adopting and to ensure that Councillors with children and other caring commitments are supported as appropriate.

#### **5.0 Financial implications**

- 5.1 Under the proposed policy Councillors will continue to receive basic and any special responsibility allowances whilst taking parental leave. Special responsibility allowances are paid where Councillors undertake particular roles, such as Chair of a Committee. If these roles require cover during parental leave absence the replacement Councillor will be entitled to receive the appropriate special responsibility allowance for the period of the temporary appointment. It is anticipated that these additional costs will be funded from the existing £972,000 budget set aside for all Councillor allowances within Democratic Services. This will, however, be kept under review as annual costs will clearly vary according to the types of role requiring cover and the frequency and duration of parental leave absences.  
[GE/13062019/R]

#### **6.0 Legal implications**

- 6.1 There is at present no legal right to parental leave of any kind for people in elected public office. This policy can therefore only currently be implemented on a voluntary basis.
- 6.2 The council is under a duty to adopt a scheme of members' allowances by virtue of section 18 of the Local Government and Housing Act 1989 and relevant regulations. It may only pay allowances in accordance with such a scheme.  
[JB/06062019/G]

#### **7.0 Equalities implications**

- 7.1 Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

#### **8.0 Health and Wellbeing Implications**

- 8.1 Approval of this policy will ensure Councillors are able to take appropriate leave at the time of birth or adoption and thus improve provision for new parents improving the mental health and wellbeing of the parent(s) and the child(ren) or young people in question.

#### **9.0 Environmental implications**

- 9.1 There are no environmental implications arising from this report.

**10.0 Human resources implications**

10.1 There are no human resources implications arising from the report for City of Wolverhampton Council employees.

**11.0 Corporate landlord implications**

11.1 There are no corporate landlord implications arising from this report.

**12.0 Schedule of background papers**

12.1 None

**13.0 Appendix**

13.1 Appendix 1 – Parental Leave Policy for Councillors

## Parental Leave Policy for Councillors

### 1.0 Introduction

- 1.1 This Policy sets out Councillors' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances.
- 1.2 The objective of the policy is to ensure that insofar as possible Councillors are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

### 2.0 Leave Periods

- 2.1 Councillors giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.
- 2.2 In addition, where the birth is premature, the Councillor is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.
- 2.3 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.
- 2.4 Councillors shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).
- 2.5 A Councillor who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.
- 2.6 Where both parents are Councillors leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- 2.7 A Councillor who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.
- 2.8 Any Councillor who takes maternity, shared parental or adoption leave retains

their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

- 2.9 Any Councillor intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.
- 2.10 Any Councillor taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

### **3.0 Basic Allowance**

- 3.1 All Councillors shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

### **4.0 Special Responsibility Allowances**

- 4.1 Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.
- 4.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.
- 4.3 The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the Councillor taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.
- 4.4 Should a Councillor appointed to replace the Councillor on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.
- 4.5 Unless the Councillor taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they

belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

## **5.0 Resigning from Office and Elections**

- 5.1 If a Councillor decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 5.2 If an election is held during the Councillors maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

DRAFT

This page is intentionally left blank

<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance Committee</b> 5 July 2019
--	--

<b>Report title</b>	Appointment of Councillor Champions	
<b>Cabinet member with lead responsibility</b>	Councillor Ian Brookfield Leader of the Council	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All wards	
<b>Accountable director</b>	Tim Johnson, Managing Director	
<b>Originating service</b>	Democratic Services	
<b>Accountable employee(s)</b>	Jaswinder Kaur	Democratic Services Manager
	Tel	01902 550320
	Email	Jaswinder.kaur@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Council	17 July 2019

---

**Recommendation for decision:**

The Governance Committee is recommended to recommend that Council:

1. Appoints Councillor Champions for Digital Innovation, Climate Change and Wolverhampton for Everyone.

**Recommendation for noting:**

The Governance Committee is recommended to recommend that Council notes:

1. That the term IT will be removed from the Councillor Champion for Councillor Development and IT title to avoid any confusion.
2. That the Councillor Champion for Climate Change will Chair the Sustainability Advisory Group which will be renamed Climate Change Advisory Group.

## 1.0 Purpose

- 1.1 This report details the proposed appointments to the position of Councillor Champions for the following areas: Digital Innovation, Climate Change and Wolverhampton for Everyone.
- 1.2 The role of Councillor champions complements the responsibilities of portfolio holders, and other Councillors with designated responsibilities.

Councillor champions focus on their area of responsibility by:

- raising the profile and demonstrating the Council's commitment to the issue
- promoting effective communication and positive working relationships both within the Council and amongst partners, stakeholders and community groups
- providing positive support, and on occasions constructive challenge, to officers in driving forward the Council's agenda on the issue.

## 2.0 Background

- 2.1 The role of Councillor Champion was developed in 2002-2003 and endorsed by the Cabinet in 2003.
- 2.2 On 15 May 2019 the Annual Council agreed appointments to Cabinet portfolios, committee memberships, Councillor Champions, and political balance for the current municipal year. Councillor Champions were appointed for Equalities and Councillor Development and IT.
- 2.3 Outside the Annual Council meetings the Constitution identifies that for decisions of this nature it is for the Leader to advise the Council.
- 2.4 The Constitution states:  
  
*These are individual Councillors or other individuals who are appointed by the Council to champion a particular issue within the Council, with its partners, in communities, across the Council, regionally or nationally.*  
  
and that the Scrutiny Board should:  
  
*Receive reports from the Member Champion every six months and give consideration to the work undertaken and issues that the Member Champion wishes scrutiny to consider investigating further.*
- 2.5 The Constitution also states that Councillor Champions should chair quarterly meetings which would be attended by the relevant Executive Member and/or Chair of the relevant Scrutiny Panel if appropriate to provide a formal opportunity to exchange information.



### 3.0 Councillor Champions

- 3.1 Councillor Champions have an important role in raising the profile and promoting effective engagement in key cross cutting priorities of the City Council and the people of Wolverhampton. They are uniquely placed to be able to support, and where appropriate challenge, officers in driving forward the Council’s agenda on the issue they have chosen to champion.
- 3.2 Councillor Champions are appointed by the Council to champion a particular issue within the Council, with its partners, in communities, across the Council, regionally or nationally. Councillor Champions will engage with the Executive and Scrutiny to ensure that due regard is given to the issue.
- 3.3 It is proposed that Councillor Champions are appointed for the following areas. The rationale for each Councillor Champion is also detailed below:

<b>Councillor Champion Name</b>	<b>Councillor Champion for Digital Innovation</b>
<b>Why is this important?</b>	<ul style="list-style-type: none"> <li>• To champion the use of digital in all its forms across the city of Wolverhampton, including:               <ul style="list-style-type: none"> <li>○ Championing the accelerated deployment of digital infrastructure in the city – such as full fibre and 5G to maximise the benefits to local people and businesses.</li> <li>○ Guide, support and promote the Open Data agenda, supporting the sharing of data, where appropriate, between council, its partners and the public.</li> <li>○ Guide, support and promote opportunities for the adoption of digital technology across council services to empower the public to be less dependent on the council and improving outcomes for local people.</li> </ul> </li> </ul>

As a result of this Councillor Champion appointment the term ‘IT’ will be removed from the Councillor Champion for Councillor Development and IT title to avoid any confusion. However, the Councillor Development champion will retain responsibility for IT matters relevant to Councillors’ roles.

<b>Councillor Champion Name</b>	<b>Councillor Champion for Climate Change</b>
<b>Why this is Important</b>	The City has already signed up to be a Carbon Zero City by 2050 and we need to develop a far reaching Energy and Sustainability Strategy. The Councillor Champion will provide the focus for the Action Plan and provide a connection across a wide number of Council services, partner organisations, the Youth Council and the City as a whole.

	The City has a significant growth agenda and with that comes the need to think about our energy use and production. This role cuts across – City Environment, Regeneration, Housing, Education, Children’s Services, Adult Services and Public Health.
--	--

There is currently a Sustainability Advisory Group which is Chaired by Councillor John Reynolds and meets three times a year. Once a Councillor Champion is appointed for Climate Change he/she will Chair this meeting and it will be renamed Climate Change Advisory Group.

<b>Councillor Champion Name</b>	<b>Councillor Champion for Wolverhampton for Everyone</b>
<b>Why this is Important</b>	The Wolverhampton for Everyone partnership approach is a key strand of the new Council Plan, which cuts across all of our priorities. In order to drive this agenda, forward an Officer Champion is already in place (Deputy Managing Director), however, to demonstrate our commitment to this agenda, and in particular the Voluntary and Community Sector, a Councillor Champion is key. This individual would be really well placed to influence Councillors and partners, which is fundamental to the success of the Wolverhampton for Everyone partnership approach.

**4.0 Financial implications**

4.1 The post of Councillor Champion attracts an annual Special Responsibility Allowance of £2,500. The appointment of three new Councillor Champions will result in an annual increase of £7,500. It is anticipated that these additional costs will be funded from the existing £972,000 budget set aside for all Councillor allowances within Democratic Services.  
[SR/25062019/M]

**5.0 Legal implications**

5.1 Part 3 of the Constitution (2.2 (d)) states that appointments should be made at Annual Council Meeting in May.

5.2 The Constitution however also details responsibilities for the Leader of the Council (Part III, Section 2, Delegations to The Cabinet Individual and Collective Decision Making), which includes advising the Council on appointments outside Annual Council.  
[TC/24062019/M]

**6.0 Equalities implications**

6.1 There are no equalities implications arising from this report.

## **7.0 Environmental implications**

7.1 There are no environmental implications arising from this report.

## **8.0 Human resources implications**

8.1 There are no human resources implications arising from this report.

## **9.0 Corporate landlord implications**

9.1 There are no corporate landlord implications arising from the report.

## **10.0 Schedule of background papers**

10.1 Political balance, appointment of the Cabinet, appointments to Scrutiny and Regulatory and other Committees, and appointments to outside bodies for 2019-2020, Council – 15 May 2019

This page is intentionally left blank

<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance Committee</b> 5 July 2019
--	--

<b>Report title</b>	Friendship agreement with Arjundhara Municipality, Nepal	
<b>Cabinet member with lead responsibility</b>	Cllr Sandra Samuels OBE Governance	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	n/a	
<b>Accountable director</b>	Mark Taylor, Deputy Managing Director	
<b>Originating service</b>	Governance	
<b>Accountable employee(s)</b>	Martyn Sargeant	Head of Governance
	Tel	01902 555045
	Email	martyn.sargeant@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Council	17 July 2019

---

**Recommendations for decision:**

The Governance Committee is recommended to recommend that Council:

1. Agrees to the proposed friendship agreement with the Arjundhara Municipality in Nepal.

## 1.0 Purpose

- 1.1 This report proposes that the Council should enter into a friendship agreement with the Arjunthara Municipality, which is situated in the south-east of Nepal.

## 2.0 Background

- 2.1 In October 2018, the then Mayor, Cllr Phil Page, attended a cultural event with the Nepalese Ambassador to the UK, Dr Durga Bahadur Subedi. It was suggested by the Ambassador that the City of Wolverhampton might like to explore forming what he described as a sister city relationship, effectively strengthening ties between the two areas but without the formalities of a twinning arrangement.
- 2.2 The Mayor responded positively to the suggestion, which resulted in a letter from the Ambassador at the end of November 2018. The then Leader was briefed on 10 December, and it was agreed that, whilst the Council did not wish to pursue a formal agreement, it was open to a 'friendship relationship' similar to that with Gwinnett County.
- 2.3 Since that time, discussions have been ongoing with the Nepalese about the wording for a memorandum of understanding, events that might occur to commemorate the occasion, and a date for Council to formally agree the proposal. A copy of the text of the draft agreement, which has been reviewed by the Council's Legal Services, is attached for information.
- 2.4 It is worth noting that the Ambassador has formally submitted the proposal to the Government of Nepal, and it has been accepted.

## 3.0 Proposal for a friendship agreement

- 3.1 Initially, it was suggested that Council might consider the matter at its 3 April 2019 meeting. However, due to delays in responses from the Nepalese, this provided to be impractical, and an alternative date (17 July) was proposed and accepted. The table below outlines a number of events proposed to mark the occasion, as well as suggested attendees:

Event	Date	Purpose	Possible attendees:
Council to host celebratory dinner (after the Council meeting)	17 July 2019	To mark the agreement between the two cities and extend appropriate hospitality to the Nepalese delegation.	<ul style="list-style-type: none"><li>• Nepalese Ambassador.</li><li>• Small group of dignitaries from Arjunthara (three or four).</li><li>• Mayor and Consort.</li><li>• Deputy Mayor and Deputy Mayoress.</li><li>• Managing Director or representative.</li></ul>

			<ul style="list-style-type: none"> <li>• Leader of the Council and Cllr Brookfield.</li> </ul>
Nepalese Embassy (in London) to host celebratory ceremony and dinner	20 July 2019	To mark the agreement between the two cities and for the Nepalese to show their appreciation.	<ul style="list-style-type: none"> <li>• Mayor and Consort.</li> <li>• Deputy Mayor and Deputy Mayoress.</li> </ul>

3.2 Incidentally, the Mayor and Consort, together with the Cabinet member for Children and Families (who had been invited in relation to the Nepalese community in Graiseley, where he is a ward Councillor) attended a reception at the Embassy in June to meet the Nepalese Prime Minister, as part of his visit to the UK.

#### **4.0 Financial implications**

4.1 There are no financial implications associated with entering into the agreement. The costs of any hospitality arising from the proposed July ceremony can be funded from the £30,000 Mayoral hospitality budget.  
[GE/21062019/M]

#### **5.0 Legal implications**

5.1 The friendship agreement has been reviewed by Legal Services. The agreement places no direct or specific legal obligations on the Council and includes a termination provision should there be any future concerns about the association.  
[TS/21062019/Q]

#### **6.0 Equalities implications**

6.1 The city has a small but active Nepalese community and the agreement will contribute to the recognition, support and integration of those residents within the wider Wolverhampton community.

#### **7.0 Environmental implications**

7.1 There are no environmental implications arising from the report.

#### **8.0 Human resources implications**

8.1 There are no human resources implications arising from the report.

#### **9.0 Corporate landlord implications**

9.1 There are no corporate landlord implications arising from the report.

#### **10.0 Schedule of background papers**

10.1 None

**ESTABLISHMENT OF SISTER CITY RELATIONSHIP BETWEEN**

**WOLVERHAMPTON CITY COUNCIL**

**and**

**ARJUNDHARA MUNICIPALITY OF NEPAL**



**THIS AGREEMENT** is dated .....

**PARTIES**

**WOLVERHAMPTON CITY COUNCIL** of Civic Centre St Peter's Square Wolverhampton WV1 1RG

**ARJUNDHARA MUNICIPALITY OF NEPAL**

together the "Parties"

**BACKGROUND**

The Parties have agreed to enter into this Agreement for the purposes of establishing friendship, recognising bilateral relations and promoting co-operation between the two Parties, this arrangement will known as "Sister City Relationship".

**TERM OF SISTER CITY RELATIONSHIP**

The Sister City Relationship shall commence on the date this Agreement is executed by both Parties and shall continue until either Party terminates subject to giving the other Party three (3) months written notice.

**PURPOSE OF THIS AGREEMENT**

The purpose of this Agreement is to:

- Outline an understanding between the Parties to create a framework for collaboration;
- Establish friendship and foster co-operation within the Framework of their respective jurisdiction on the basis of mutual respect, equality and mutual benefit;
- Promote social, cultural, educational, commercial tourism and technical co-operation for social and economic of both Parties;
- Promote co-operation in various areas such as infrastructure, service delivery, planning, governance and other relevant areas under the prevailing development co-operation policy of both Parties;
- Extend co-ordination and support to replicate best policies and practices;
- Support to strengthen intuitional capacity of both Parties;
- Have exchange of visits of the elected representatives of both Parties as well as to promote visits of people of both the cities; and
- Strengthen ties between the cities.

## **RESPONSIBILITIES**

Each Party will be responsible for:

Creating or developing policies and institutional mechanisms for implementing the provisions of this Agreement;

Collaborating to identify new areas and framework for co-operation;

Co-ordinating and facilitating to attract more Foreign Direct Investment (FDI);

Organising or facilitating to organise various meetings, visits and exchange programmes or senior officials, experts, professionals and eminent persons for strengthening relations and co-operation;

Co-ordinating with other local government bodies to foster mutual co-operation;

Soliciting the support of relevant agencies and authorities for implementing the provisions of this Agreement; and

Any other specific role(s) as agreed between the Parties.

Each Party shall:

At all times abide to their national legislation and policies, and any other agreements during implementing this Agreement; and

Conduct meetings as and when necessary with the agreement of both Parties to communicate on all programmes, projects and activities to be undertaken under this Agreement.

## **EXPENSES**

Each Party shall bear their own costs in relation to this Agreement.

## **TERMINATION**

Notwithstanding the provisions of clause 2.1, Either Party may terminate this Agreement with immediate effect without notice and without any liability if at any time:

If the political views of either Party no longer aligns with the other Party;

If either Party is involved or associated with any act which by association may bring the other Party into disrepute; and

Either Party is convicted of any national or international offence.

## **STATUS**

The Parties acknowledge and agree that this Agreement is not intended to be a legally binding agreement and does not place any obligations on either Party.

Signed for and on behalf of **Wolverhampton City Council** by

Signature:

Signed for and on behalf of Arjundhara Municipality, Nepal

Signature:

This page is intentionally left blank

<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance Committee</b> <b>5 July 2019</b>
--	---

<b>Report title</b>	Conferring the Title of Honorary Alderman	
<b>Cabinet member with lead responsibility</b>	Councillor Ian Brookfield Leader of the Council	
<b>Key decision</b>	No	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Mark Taylor, Deputy Managing Director	
<b>Originating service</b>	Democratic Services	
<b>Accountable employee(s)</b>	Jaswinder Kaur	Democratic Services Manager
	Tel	01902 550320
	Email	jaswinder.kaur@wolverhampton.gov.uk
<b>Report to be considered by</b>	Council	17 July 2019

---

**Recommendation for decision:**

The Governance Committee is recommended to recommend that Council:

1. Convene an extraordinary meeting on the 17 July 2019 to confer the title of Honorary Alderman on former Councillors Peter O'Neill and Tersaim Singh.

## **1.0 Purpose**

- 1.1 To consider whether to confer the title of Honorary Alderman on former Councillor Peter O'Neill who ceased to be a Member of the Council in May 2019 and former Councillor Tersaim Singh who ceased to be a Member of the Council in May 2018.

## **2.0 Background**

- 2.1 In July 1998 the Council agreed to establish a policy for the appointment of Honorary Aldermen, for which there is provision in the Local Government Act 1972 (Section 249). Subsequently, in September 1998, the then Policy and Resources Committee endorsed a procedure for reporting to Council on this matter and determined the eligibility criteria. The service criterion was reduced from 24 years to 20 years by resolution of full Council on 14 July 2010.
- 2.2 Mr O'Neill has a total of 27 years' distinguished service. During this time, he has not only served the residents of both Low Hill Ward and Bushbury South and Low Hill Ward, but also held many important positions within the Council impacting on the lives of the citizens of our whole City. They are too numerous to mention, but in particular he was Cabinet Member for Leisure/Community, Chair of Scrutiny Board, Social Care Housing and Health Scrutiny Panel, and the Children and Young People Scrutiny Panel as well as Vice-Chair of the Housing Services Committee and Scrutiny Board. He has also taken an active part on the other regulatory committees, scrutiny panels and reviews and advisory bodies he served on.
- 2.3 Mr Tersaim Singh has a total of 28 years' distinguished service. Along with this considerable tenure, he has not only served the residents of St Peters Ward but also held many important positions within the Council impacting on the lives of the citizens of our whole City. These are too numerous to mention, but in particular he was the Mayor of the City of Wolverhampton in 2000-2001, one of the Council's representatives on the West Midlands Fire and Rescue Authority and Wolverhampton Homes Board, Chair of Pensions Committee, both Chair and Vice- Chair of Environmental Health and Consumer Services, Superannuation Committee and Safer Communities Scrutiny Panel, Vice- Chair of a number of committees including Direct Services, Audit Committee, and Race Relations and Equal Opportunities Committee. He has also taken an active part on the other regulatory committees, scrutiny panels and reviews and advisory bodies he served on.
- 2.4 Mr O'Neill's and Mr Singh's service meets the criterion for eligibility for conferment agreed by the Council. Following consultation with the political groups on the Council it is proposed that the title of Honorary Alderman is bestowed on them.
- 2.5 Under the provisions of the Council's Constitution, the function of advising full Council on the conferment of the title of Honorary Alderman rests with the Governance Committee, and therefore, the Committee is asked to consider this proposal.

- 2.6 Honorary Aldermen are invited to attend full Council meetings in a non-participating capacity and are also invited to various functions such as Civic and Remembrance Sunday and other appropriate civic events. Honorary Aldermen are also afforded access to Councillors' rooms and Councillors' car park. The names of Honorary Aldermen are inscribed on a roll of honour board on the ground floor of the Civic Centre.
- 2.7 The Local Government Act 1972 Act provides that an extraordinary Council meeting be convened for the purpose of conferring the title and the necessary resolution must be passed by not less than two thirds of the Members voting. It is proposed that the extraordinary meeting be convened prior to the ordinary Council meeting on 17 July 2019.

### **3.0 Financial implications**

- 3.1 As was the case with previous Honorary Aldermen it is the intention to present the former Councillors with a badge of office. These will be drawn from an existing stock of badges purchased prior to this financial year. A small cost will be incurred in inscribing the name of the Honorary Aldermen on the badges, and also on the roll of honour board, but this can easily be accommodated within existing Democratic Services budgets.  
[GE/14062019/Z]

### **4.0 Legal implications**

- 4.1 Section 249 of the Local Government Act 1972 enables a local authority to confer the title of Honorary Alderman on "persons who have, in the opinion of the Council, rendered eminent services to the Council as past Members of the Council but who are not then Councillors of the Council".  
[TS/13062019/Q]

### **5.0 Equalities implications**

- 5.1 There are no direct equalities implications arising from this report.

### **6.0 Environmental implications**

- 6.1 There are no direct environmental implications arising from this report.

### **7.0 Human resources implications**

- 7.1 There are no direct human resources implications arising from this report.

### **8.0 Corporate Landlord implications**

- 8.1 There are no corporate landlord implications arising from the recommendations in this report.

## **9.0 Health and Wellbeing implications**

9.1 There are no health and wellbeing implications arising from the recommendations in this report.

## **10.0 Background papers**

10.1 None